



D E P A R T M E N T O F

Management & Budget

ANNUAL TRAVEL REPORT 2004

Prepared for:
Senate Committee on
Appropriations
And
House Committee on
Appropriations

December 30, 2004

Department of Management and Budget Annual Travel Report Fiscal Year 2004

EXECUTIVE SUMMARY

The Department of Management and Budget in accordance with Section 217(3) of Public Act 431 of 1984 and Section 216(3) of Public Act of 327 of 2004 has prepared this Annual Travel Report.

During FY2004, the department expended \$15,943 in out-of-state travel of which \$2,365 was charged to the General Fund. The following pages detail those trips as required by statute. The total in-state travel for the same period was \$245,242.

Any questions regarding this matter may be directed to Howard Pizzo, Director of DMB-Financial Services, at 335-1557. Copies of this report are available at the DMB web site www.Michigan.gov/dmb/.

Department of Management and Budget
Out-of-State Travel Report
Fiscal Year 2004

Travel Dates		Employee Name	Destination	Purpose for Travel	Auth. Code	Source of Funds				Total Cost
Begin	End					GF/GP	Restricted	Federal	Other	
10/15/2003	10/16/2003	STODDARD, PHILLIP JOHN	WASHINGTON, DC	MICHIGAN FOR AFFORDABLE PHARMACEUTICALS MEETING WITH CONGRESS/LEGISLATORS TO REDUCE HEALTH EXPENDITURES FOR RETIREES.	C	\$ -	\$ 704.75	\$ -	\$ -	\$ 704.75
1/12/2004	1/13/2004	NAIRN, JASON PATRICK	ARLINGTON, VA	BUSINESS CONTINUITY/CONTINUITY OF GOVERNMENT TRAINING PROGRAM TO ENHANCE UNDERSTANDING OF CONTINUITY PLANNING & COMPARE OUR PLAN WITH THOSE OF OTHER STATES.	E	\$ -	\$ 697.14	\$ -	\$ -	\$ 697.14
1/28/2004	2/9/2004	SWISHER, KENNETH R	BURLINGTON, MA	CORE MEETING AT THEIR REQUEST TO ADDRESS RECENT AUDIT FINDINGS AND TO ENHANCE PERFORMANCE OF THE LONG TERM DISABILITY CONTRACT. THIS RESULTED IN REDUCED COSTS TO THE STATE. CORE PAID FOR ALL TRAVEL COSTS EXCEPT AIRPORT PARKING.	C	\$ -	\$ 12.00	\$ -	\$ -	\$ 12.00
2/8/2004	2/10/2004	DEROSE, CHRISTOPHER M	WASHINGTON, DC	NATIONAL ASSN OF STATE RETIREMENT ADMINISTRATORS & JOINT LEGISLATIVE CONFERENCE-TO REDUCE HEALTH EXPENDITURES FOR RETIREES.	C	\$ -	\$ 478.40	\$ -	\$ -	\$ 478.40
2/12/2004	2/12/2004	PRATT, GAYLE	CHICAGO, IL	CONSUMER PRODUCT RECOVERY CHICAGO WAREHOUSE DUE DILIGENCE - PRODUCT INSPECTION OF DONATED TROLL BOOKS REQUIRED FOR DONATION OF 18 MILLION BOOKS.	C	\$ -	\$ 292.20	\$ -	\$ -	\$ 292.20
2/18/2004	2/20/2004	MESTER, LAURA J	WASHINGTON, DC	ASSOCIATION OF GOVERNMENTAL ACCOUNTANTS CONFERENCE FOR TRAINING ON SARBANES-OXLEY.	E	\$ 313.15	\$ 109.42	\$ -	\$ -	\$ 422.57
2/22/2004	2/28/2004	CHRISTMAS, OREN L	PORTSMOUTH, VA	NATIONAL CENTER FOR EDUCATION STATISTICS-MGMT INFO SYSTEMS TRAINING. REQUIRED ATTENDANCE FOR FEDERAL REPORTING.	D, F	\$ -	\$ -	\$ 1,002.25	\$ -	\$ 1,002.25
2/24/2004	2/28/2004	JONES, CAROL GOGGINS	PORTSMOUTH, VA	NATIONAL CENTER FOR EDUCATION STATISTICS-MGMT INFO SYSTEMS TRAINING. REQUIRED ATTENDANCE FOR FEDERAL REPORTING.	D, F	\$ -	\$ -	\$ 935.65	\$ -	\$ 935.65
2/24/2004	2/28/2004	GOVER PHD, MARK R	PORTSMOUTH, VA	NATIONAL CENTER FOR EDUCATION STATISTICS-MGMT INFO SYSTEMS TRAINING. REQUIRED ATTENDANCE FOR FEDERAL REPORTING.	D, F	\$ -	\$ -	\$ 939.65	\$ -	\$ 939.65

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Begin	End					GF/GP	Restricted	Federal	Other		
2/25/2004	2/27/2004	DEROSE, CHRISTOPHER M	WASHINGTON, DC	NATIONAL MEDICARE PRESCRIPTION DRUG CONGRESS CONFERENCE TO REDUCE HEALTH EXPENDITURES FOR RETIREES.	C	\$ -	\$ 796.79	\$ -	\$ -	\$ -	796.79
2/25/2004	2/27/2004	STODDARD, PHILLIP JOHN	WASHINGTON, DC	NATIONAL MEDICARE PRESCRIPTION DRUG CONGRESS CONFERENCE TO REDUCE HEALTH EXPENDITURES FOR RETIREES.	C	\$ -	\$ 933.52	\$ -	\$ -	\$ -	933.52
3/3/2004	3/4/2004	SAXTON, THOMAS F	CHICAGO, IL	FEDERAL GENERAL SERVICES AGENCY MEETING ON GRAND RAPIDS ONE DIVISION LEASE TO PRODUCE BUDGETARY SAVINGS/INCREASE STATE REVENUES.	C	\$ -	\$ 372.21	\$ -	\$ -	\$ -	372.21
3/3/2004	3/4/2004	ROBERTS, DEBORAH M	CHICAGO, IL	FEDERAL GENERAL SERVICES AGENCY MEETING ON GRAND RAPIDS ONE DIVISION LEASE TO PRODUCE BUDGETARY SAVINGS/INCREASE STATE REVENUES.	C	\$ -	\$ 179.46	\$ -	\$ -	\$ -	179.46
3/9/2004	3/12/2004	HENRY, ANDREW	ST LOUIS, MO	US DEPARTMENT OF EDUCATION NO CHILD LEFT BEHIND LEADERSHIP SUMMIT ON EMPOWERING ACCOUNTABILITY AND ASSESSMENT USING TECHNOLOGY.	E	\$ 164.00	\$ -	\$ -	\$ -	\$ -	164.00
3/15/2004	3/20/2004	MEALY, RUTH	INDIANAPOLIS, IN	NATIONAL ASSOCIATION OF STATE CONTROLLERS CONFERENCE - SPECIALIZED TRAINING ON ACCOUNTING AND REPORTING.	E	\$ 391.29	\$ 136.73	\$ -	\$ -	\$ -	528.02
3/17/2004	3/20/2004	MOODY, MICHAEL J	INDIANAPOLIS, IN	NATIONAL ASSOCIATION OF STATE CONTROLLERS CONFERENCE - SPECIALIZED TRAINING ON ACCOUNTING AND REPORTING.	E	\$ 216.63	\$ 75.69	\$ -	\$ -	\$ -	292.32
4/4/2004	4/6/2004	CARLSON, SEAN	NEW ORLEANS, LA	NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS MEETING ON MARKETING TO STATE GOVERNMENTS.	C	\$ 100.88	\$ 107.37	\$ -	\$ -	\$ -	208.25
4/4/2004	4/6/2004	SAITES, PENNY L	NEW ORLEANS, LA	NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS MEETING ON MARKETING TO STATE GOVERNMENTS.	C	\$ 28.34	\$ 30.16	\$ -	\$ -	\$ -	58.50
7/20/2004	7/23/2004	MELLON, PHYLLIS M	ANCHORAGE, AK	US DEPT OF HOMELAND SECURITY CIVIC LEADER TOUR OF MILITARY BASES. PARTICIPATION WAS REQUESTED BY THE DEPT OF MILITARY AND VETERANS AFFAIRS. FEDERAL GOVERNMENT PAID FOR ALL OTHER COSTS DIRECTLY.	B	\$ 177.06	\$ 310.94	\$ -	\$ -	\$ -	488.00

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Begin	End					GF/GP	Restricted	Federal	Other	
7/26/2004	7/30/2004	CHRISTMAS, OREN L	WASHINGTON, DC	US DEPT OF EDUCATION NATIONAL CENTER FOR EDUCATION STATISTICS FORUM & SUMMER DATA. REQUIRED ATTENDANCE FOR FEDERAL REPORTING.	D, F	\$ -	\$ -	\$ 1,339.40	\$ -	\$ 1,339.40
7/27/2004	7/30/2004	JONES, CAROL GOGGINS	WASHINGTON, DC	US DEPT OF EDUCATION NATIONAL CENTER FOR EDUCATION STATISTICS- MGMT INFO SYSTEMS. REQUIRED ATTENDANCE FOR FEDERAL REPORTING.	D, F	\$ -	\$ -	\$ 1,120.15	\$ -	\$ 1,120.15
8/5/2004	8/11/2004	STODDARD, PHILLIP JOHN	ASHVILLE, NC	NATIONAL ASSN OF STATE RETIREMENT ADMINISTRATORS MEETING TO DISCUSS MEDICARE REFORM AND OTHER FEDERAL LAWS AND REGULATIONS AFFECTING LARGE STATE PENSION SYSTEMS TO REDUCE HEALTH EXPENSES FOR RETIREES.	C	\$ -	\$ 1,615.12	\$ -	\$ -	\$ 1,615.12
8/21/2004	8/23/2004	UNDERWOOD, DELIAH RENA	CHICAGO, IL	NATIONAL ASSOCIATION OF STATE BUDGET OFFICERS SEMINAR ON INTRODUCTION TO STATE BUDGETING.	E	\$ 358.85	\$ 59.57	\$ -	\$ -	\$ 418.42
8/21/2004	8/23/2004	MCCLANAHAN, AMANDA BRIGHT	CHICAGO, IL	NATIONAL ASSOCIATION OF STATE BUDGET OFFICERS SEMINAR ON INTRODUCTION TO STATE BUDGETING.	E	\$ 427.46	\$ 70.96	\$ -	\$ -	\$ 498.42
9/16/2004	9/24/2004	BURCHETT, JOHN	LANSING, MI	CABINET RETREAT FOR BUDGET PLANNING. STAFF IS LOCATED IN WASHINGTON, DC.	C	\$ 187.71	\$ 551.59	\$ -	\$ -	\$ 739.30
10/10/2004	10/10/2004	HILL, LAURIE	PORTLAND, OR	NATIONAL COUNCIL FOR TEACHER RETIREMENT CONFERENCE - TO REDUCE HEALTH CARE COSTS FOR RETIREES. TRIP IN FY05. AIRFARE PAID IN FY04.	C	\$ -	\$ 706.39	\$ -	\$ -	\$ 706.39
Total Out-of-State Travel										\$ 15,942.88

Authorization Codes

- (A) Required by legal mandate or court order or for law enforcement purposes.
- (B) Necessary to protect the health or safety of Michigan citizens or visitors or to assist other states in similar circumstances.
- (C) Necessary to produce budgetary savings or to increase state revenues, including protecting existing federal funds or securing additional federal funds.
- (D) Necessary to comply with federal requirements.
- (E) Necessary to secure specialized training for staff that is not available within this state.
- (F) Financed entirely by federal or non-state funds.
- (G) State Budget Director Authorized Exemption.